

Sailing Program Review

This assessment guide was developed by the United States Naval Sailing Association and past and current personnel involved with the Navy's Sailing Program. It is intended to insure a well thought out, safe, and useful sailing program to the Command. The guide is broken into four major areas of consideration. Each area is subdivided into related topics. Every attempt has been made to make sure that the topics pertain to the area under review. Where references were available, they are mentioned.

Judgments are based on common practices within the commercial markets and on the experience and judgement of team members. In all cases, the personnel using this checklist must be experienced in the field and able to make subjective judgments weighing risks and cost to provide Commanders with an honest appraisal of their program. Since all risk cannot be eliminated, consideration must be weight carefully when the program risks and cost conflict the "No risk" alternative.

Section: 1 INFRASTRUCTURE

1. Risks and Hazards Ref OPNAVINST 5100.25A

a. Identifications of Risks and Hazards

(1). Docks and Floats:

- (a). Design and buoyancy
- (b). Condition of planks and fasteners
- (c). Cleats and Hardware
- (d). Signs and Symbols
- (e). Other: OPNAVINST 5100.25A

Superior	Sat	Needs Improve	NA
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(2). Boats: (Sail & Power)

- (a). Program satisfies applicable Federal, State, and Manufactures requirements such as: Load-capacity plate occupancy limits posted: Ref. 33 CFR 183.23

Superior	Sat	Needs Improve	NA
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(b). Hull, Deck, and Mechanical

1. Non-Skid on decks and cockpits
2. Rigged and fitted out properly
3. Required Safety Equipment
4. Sail Inventory consistent with usage
5. Ground tackle
6. Condition of auxiliary propulsion system (if applicable)
7. Condition of mechanical and electrical systems (if applicable)
8. Reefing system (if applicable)

Superior	Sat	Needs Improve	NA
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(c). Craft maintenance plan

Superior	Sat	Needs Improve	NA
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(d). Formal Safety Inspections performed by qualified individual.

1. Preseason: Documented
 - (a). Condition
 - (b). Description
2. Daily

Superior	Sat	Needs Improve	NA
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(e). Appropriateness for Usage in Training (Consider the following)

1. Level of Qualification to be obtained
2. Vessel design for skills to be learned

Superior	Sat	Needs Improve	NA
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(3). Are there procedures to monitor and affirm the following:

Superior	Sat	Needs Improve	NA
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(a). PFD:

1. Is a wearable Coast Guard approved floatation device provided for each occupant?
2. For boats 16' feet or longer, is a Type IV also provided?

Y	N
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Y	N
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3. Are PFDs serviceable? Ref. 33CFR 175.15, 21(a)
4. If used on Chartered boats, are PFD equipped with at least 31 inches of reflective tape? Ref. CFR 25.25-15

Y	N
Y	N

(b). Visual Signals and Lights:

1. Do boats (16' or longer) carry three current nighttime and three current daytime visual distress signals? Ref. 33 CFR 175.110 (a) and (b)
2. Are shelf life dates for pyrotechnic devices current? Ref. 33 CFR 175.110 (a) and (b)
3. Is there a program to issue currency of these devices?
4. Is there a program to insure patrons and instructors the proper method of use?
5. Are boats equipped with lights (except dinghies and daysailers)?

Y	N
Y	N
Y	N
Y	N
Y	N

(c). Sounding Devices:

1. Are boats less than 65' in length provided with a whistle or horn?
2. For boats over 36', is a bell provided as well as a whistle or horn? Ref. 33 US Code 2033

Y	N
Y	N

(4). Pre-seasonal safety survey and daily inspection of docks and equipment performed and documented by a qualified individual?

Superior	Sat	Needs Improve	NA
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(5) Are patrons kept informed concerning the following in daily operations and instructional activities?

Superior	Sat	Needs Improve	NA
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(a). Hazards around the facility

Y	N
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(b). Weather

1. VHF Forecast and Warnings
2. Daily forecast (Include AM & PM)

Y	N
Y	N

(c). Daily area activities (examples: regattas, ship movements, etc)

2. Facilities Staff

a. Position Requirements (Defined)

b. Qualifications (Defined)

- (1). Initial Training
- (2). Cross Training
- (3). Reviews / Workshops: (Refer to 5100.25A)

c. Retention Policy (Defined)

Superior	Sat	Needs Improve	NA
Y	N		
Y	N		
Y	N		

3. Emergency Equipment (Consider the following):
examples: life rings and dock fire extinguishers

- a. Inventory / Serviceable
- b. Accessibility / Storage
- c. Staff Training / Usage
- d. Refer to OPNAVINST 5100.25A

Superior	Sat	Needs Improve	NA
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4. Are attractive nuisances minimized?

Superior	Sat	Needs Improve	NA
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Section: 2 TRAINING

1. Instructors: Refs: BUPERSINST 1710.18 Encl (2) para 4. / 1710.11c para 1810 and CNET 1520.10E

a. Qualifications & Competency Ref1710.18 Encl (2)

(1). Program considers:

(a). Experience (Where / How / When)

(b). Credentials / Certification (Where / How / When)

1. Requirements

a. Swimming

b. 1st Aid

c. CPR

d. Skill level appropriate with lesson

e. Skill level appropriate with boats

f. Operation of emergency equipment

g. Currency

2. Training (Where / How / When)

a. In House

b. Commercial

(c). Communication Skills

(2). Recommendations

b. Rules and Conduct (Defined)

(1). PFD usage

(2). Language

(3). Appearance

c. Evaluations

(1). By whom

(2). Frequency

d. Instructor training record Keeping: Ref 5100.25A para 5 c. (6)

2. Student Training:

a. Classroom

(1). Curriculum (Sail and Power as appropriate)

(a). Small Boat Sailor - Inshore Subjects -
Appropriate to Qualification Level Issued. Ref
BUPERSINST 1710.18 Enclosure (2),
CNETPUB 1552/7A, OPNAVINST 5100.25A
para 5. C. (5)(b)2

1. Theory

a. Construction / Design

b. Boat Handling /Balance /
Stability

c. Anchoring, mooring, and
Towing

Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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Y	N
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Superior	Sat	Needs Improve	NA
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d. Sails, reefing, and trim	<input type="checkbox"/>	<input type="checkbox"/>		
e. Emergencies	<input type="checkbox"/>	<input type="checkbox"/>		
(1). Equipment				
(2). People				
f. Weather and Currents	<input type="checkbox"/>	<input type="checkbox"/>		
g. Squalls / Heavy Weather	<input type="checkbox"/>	<input type="checkbox"/>		
h. Night sailing	<input type="checkbox"/>	<input type="checkbox"/>		
 2. Systems				
a. Radio Communications	<input type="checkbox"/>	<input type="checkbox"/>		
b. Outboard / Inboard Power	<input type="checkbox"/>	<input type="checkbox"/>		
 3. Rules of the Road	<input type="checkbox"/>	<input type="checkbox"/>		
 4. Navigation				
a. Charts / Publication	<input type="checkbox"/>	<input type="checkbox"/>		
b. Local area restrictions	<input type="checkbox"/>	<input type="checkbox"/>		
 (b). Keel Boat Sailor - Offshore Subjects- Appropriate to Qualification Level Issued. Ref BUPERSINST 1710.18 Encl (2), CNETPUB 1552/1, OPNAVINST 5100.25A para 5. C. (5)(b)2				
1. Theory / General Seamanship				
a. Construction / Design	<input type="checkbox"/>	<input type="checkbox"/>		
b. Boat Handling /Balance /Stability	<input type="checkbox"/>	<input type="checkbox"/>		
c. Anchoring, mooring, and Towing	<input type="checkbox"/>	<input type="checkbox"/>		
d. Sails, reefing, and trim	<input type="checkbox"/>	<input type="checkbox"/>		
e. Emergencies	<input type="checkbox"/>	<input type="checkbox"/>		
(1). Equipment				
(2). People				
f. Weather and Currents	<input type="checkbox"/>	<input type="checkbox"/>		
g. Squalls / Heavy Weather	<input type="checkbox"/>	<input type="checkbox"/>		
h. Night sailing	<input type="checkbox"/>	<input type="checkbox"/>		
 2. Systems				
a. Characteristics	<input type="checkbox"/>	<input type="checkbox"/>		
b. Rig	<input type="checkbox"/>	<input type="checkbox"/>		
c. Radio Communications	<input type="checkbox"/>	<input type="checkbox"/>		
d. Outboard / Inboard Power	<input type="checkbox"/>	<input type="checkbox"/>		
 3. Rules of the Road	<input type="checkbox"/>	<input type="checkbox"/>		
 4. Navigation				
a. Charts / Publications	<input type="checkbox"/>	<input type="checkbox"/>		
b. Electronics	<input type="checkbox"/>	<input type="checkbox"/>		
c. Local area restrictions	<input type="checkbox"/>	<input type="checkbox"/>		
 (2). Lesson Plans				
(a). Used for all classes				
(b). Logical sequence				
 (3). Course / Class text				
(a). Navy Publications				

Superior	Sat	Needs Improve	NA
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Y	N
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Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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Y	N
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1. USN Offshore Sail Training Manual
CNET 1552/1
2. USN Qualification Record Book
CNET 1552/2A (4-97)
3. USN Basic Sailing Curriculum
CNET 1552/3A
4. USN Inshore Sail Training Manual
CNET 1552/7A
5. USN Programmed Instructions for
Basic Sail Training CNET
1552/6/14/15A

Y	N
Y	N
Y	N
Y	N

(b). Commercial Publications

1. Coast Guard Auxiliary
2. US Power Squadron
3. American Red Cross
4. US Sailing

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- a. Start Sailing Right
- b. Basic Keel
- c. Basic Cruising
- d. Bareboat Cruising

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5. American Sailing Association (ASA)
6. Other

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(4). Evaluations

- (a). Valid written test
- (b). Proper feedback
- (c). Instructor critiques

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b. On-the-Water / Practical Skills

- (1). Student / Trainer ratio
- (2). Safety Boat Usage
- (3). Number of Students / Boats
- (4). Time
- (5). Effectiveness
 - (a). Demonstration
 - (b). Conditions / Standards

Superior	Sat	Needs Improve	NA
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c. Rules and Behavior

- (1). Spelled Out
- (2). Reviewed
- (3). Enforced
- (4). Are students/patrons required to wear the issued PFD while in MWR boats without fixed keels or those that rely on crew weight for stability? Ref. OPNAVINST 5100.25A para 5.c.(4)(b)

Superior	Sat	Needs Improve	NA
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Section: 3 CHARTERING / LEASING / RENTING

1. Qualification Determination

a. Does the facility provide a briefing and/or handout consisting of operating instructions for:

- (1). Boat Systems?
- (2). Navigation Equipment?

b. Does the facility determine Charter's Navy Sailing Qualifications or Equivalent? Ref. 5100.25A, 5c (5) (b) (2)

c. Does the facility use a sailing resume, log book, or other means to determine if Charter's Sailing qualifications and experience are consistent with type of Charter Agreement / Contract

- (1). Day sail
- (2). Overnight (Gunkholing vs. Night sailing)
- (3). Cruise vs. Racing
- (4). Bareboat vs. Captained

d. Float Plan

- (1). Is one required?
- (2). Are procedures for changes spelled out and understood?
 - (a). VHF - Business Hours
 - (b). Land line or Cell Phone
 - (c). Message machine

e. Restrictions

(1) Are patrons advised of requirement to wear the issued PFD while in boats less than 16' and while boating after sunset? Ref. OPNAVINST 5100.25A

(2). Are restrictions clearly spelled out in Contract?

(3). Are they explained and understood by the Charterer?

(4). Is Charterer required to notify the manager of variation from Float Plan?

Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA

Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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2. Risk Reduction

a. Weather (Minimum considerations)

- (1). Go-no-go weather policy
- (2). Forecast for length of charter
- (3). Local weather patterns
- (4). Forecast for area of charter

b. Crew (Minimum Considerations)

- (1). Size
- (2). Qualifications & Currency
- (3). Physical capabilities
- (4). Distinctions made between Crew and Guest

c. Boats

- (1). Is size adequate for Charterer intentions?
- (2). If carrying passengers for hire (Captained Charters), do boats comply with Federal Operating Requirements? Ref. CFR, 26.03-1 and 2
 - (a). Is a safety orientation given?
 - (b). Is storage of PFD explained?
 - (c). Is there proper donning of PFD demonstrated?
 - (d). Posting of Emergency procedures.
 - (e). If boat is greater than 65', are they inspected?
 - (f). Does Captain comply with US Coast Guard Licensing requirements? Ref. CFR 10.466
- (3). Breakdown Procedure

Consider the following:

 - (a). Marina recovery
 - (b). Commercial Tow (Charter responsibility)
 - (c). Commercial Tow (Prior Arrangements)

c. Emergencies:

- (1). Does Charterer understands how emergencies are to be handled while away from the facility?
- (2). Does Charterer understand who, when, and where emergencies systems are activated?

Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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Superior	Sat	Needs Improve	NA
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Y	N
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Y	N
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Section: 4 REGULATIONS

4. Regulations and References:

- a. Federal
- b. US Coast Guard
- c. State
- d. Navy
 - (1). CNETINST 1520.10E (March 1992)
 - (2). BUPERSINST 1710.18 (Feb 1993) / BUPERSINST 1710.11C (Draft)
- e. Manufacturers